

Item	If the records pertain to	and consist of	which are	then the records are
	<p>* Verification/validation of flight/test software</p>			
	<p>Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:</p> <ul style="list-style-type: none"> * Commands * Launch operations data * Principal investigators' user guides 			
	<p>Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc., including:</p> <p>(Exception: data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)</p> <ul style="list-style-type: none"> * Derived data sets * Engineering data necessary to establish operation of instruments * Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.) 			
	<p>Note 3. Records covered by Items 5, 6, 9 and 10 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> * Budget and actual cost data (working files; for final figures see Note 1) * Action items from technical interchange meetings or management reviews not considered major milestones * Copies of presentation material maintained for personal reference containing no substantive notes * Internal center memoranda of understanding or agreement * Products of collaborative tools relating to administrative matters * Routine correspondence, e-mails, agendas, minutes * Small purchase justifications and related documents not maintained in official procurement files * Trip reports 			
	<p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>			